



# EXHIBITOR APPLICATION FORM

For Companies with Non-Philippine Made Products

Deadline of Submission: **15 July 2017**

20 – 22 October 2017 | [www.manilafame.com](http://www.manilafame.com)

COMPANY INFORMATION			
<b>COMPANY NAME</b> (per legal registration documents)			
<b>BOOTH NAME TO APPEAR IN BOOTH / DIRECTORY</b> (e.g. brand name)			
<b>OFFICE ADDRESS</b>			
<b>FACTORY ADDRESS</b> (if different from Office Address)			
<b>COUNTRY</b>			
<b>PHONE</b>		<b>FAX NUMBER</b>	
<b>COMPANY EMAIL</b>		<b>WEBSITE</b>	
<b>YEAR ESTABLISHED</b>			
<b>SOCIAL MEDIA ACCOUNTS</b>			
LEGAL STATUS		NATURE OF BUSINESS	
<input type="checkbox"/> Single Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Foundation / Cooperative <input type="checkbox"/> Government		Manufacturer <input type="checkbox"/> with Export Experience, since year _____ <input type="checkbox"/> without Export Experience Trader <input type="checkbox"/> with Export Experience, since year _____ <input type="checkbox"/> without Export Experience Independent Product/Fashion Designer/Artist <input type="checkbox"/> with Export Experience, since year _____ <input type="checkbox"/> without Export Experience  <b>If the applicant is TPO, Trade Association or Government, CITEM will require each company to submit individual application forms.</b>	
* For companies with offices in the Philippines (not applicable to foreign companies not in the Philippines)			
<b>COMPANY SIZE</b> (Based on Value of Assets)		<input type="checkbox"/> Micro (up to P3M) <input type="checkbox"/> Small (above P3M-15M) <input type="checkbox"/> Medium (above P15M-100M) <input type="checkbox"/> Large (above P100M)	
<b>NO. OF WORKERS</b>		Direct _____ Indirect (Approx. subcontractors) _____	
CONTACT INFORMATION			
<b>HEAD OF COMPANY:</b>		<b>DESIGNATION:</b>	
<b>MOBILE NO.:</b>	<b>EMAIL:</b>	<b>FB / TWITTER:</b>	
<b>CONTACT PERSON FOR MANILA FAME</b> (If not the Head of the Company / Owner)		<b>DESIGNATION:</b>	
<b>MOBILE NO.:</b>	<b>EMAIL:</b>	<b>FB / TWITTER:</b>	
BUSINESS TARGETS			
<b>COUNTRIES EXPORTING TO (top 3):</b>		<b>TARGET COUNTRIES FOR EXPORT (top 3):</b>	
1. 2. 3.		1. 2. 3.	
<b>Pls. Identify Target Buyers:</b>			



**PRODUCTS TO BE DISPLAYED****MATERIALS USED IN PRODUCTION (indicate top 3 materials):**

- 1.
- 2.
- 3.

**MARKET SEGMENT:**

- ☐ Exclusively Low-end      ☐ Exclusively High-end  
☐ Low to Middle-end      ☐ Contract Market  
☐ Middle to High-end

**BOOTH INFORMATION****STAND OPTION (choose one):**

- ☐ Raw Space (exhibitor will build own booth)  
☐ Raw Space with Booth System (for rent)

**PREFERRED BOOTH SIZE:**

- ☐ 9 sqm.    ☐ 18 sqm.    ☐ 27 sqm    ☐ 36 sqm.    Others \_\_\_\_\_

**REMINDER: All applicants must submit photos of products to be exhibited. These photos, together with booth shots from previous Manila FAME participation, will be basis for booth assignments.**

**PRODUCTS TO BE DISPLAYED**

Please tick all products produced for export :

HOME	HOLIDAY & GIFTS
<input type="checkbox"/> <b>Visual Art</b> (Painting, Art Installation)  <b>Furniture</b> <input type="checkbox"/> Indoor Furniture <input type="checkbox"/> Kids Furniture <input type="checkbox"/> Outdoor Furniture  <b>Home/ Home Décor / Furnishing</b> <input type="checkbox"/> Baskets <input type="checkbox"/> Blankets & Cushions / Throw Pillows <input type="checkbox"/> Bowls & Trays <input type="checkbox"/> Candle & Candleholder <input type="checkbox"/> Curtains & Drapes <input type="checkbox"/> Decorative Box <input type="checkbox"/> Dinnerware <input type="checkbox"/> Garden & Outdoor Accessories <input type="checkbox"/> Jars & Vases <input type="checkbox"/> Kitchen Accessories <input type="checkbox"/> Lamps & Lighting <input type="checkbox"/> Mirrors & Mirror Frames <input type="checkbox"/> Rugs & Carpets <input type="checkbox"/> Sculptures & Figurines <input type="checkbox"/> Storage <input type="checkbox"/> Tabletops: _____ <input type="checkbox"/> Wall Art / Wall Décor	<b>Festive / Seasonal Décor</b> <input type="checkbox"/> Light & Lanterns <input type="checkbox"/> Holiday-themed Tabletops <input type="checkbox"/> Ornaments & Hangings <input type="checkbox"/> Seasonal Candles & Candleholders <input type="checkbox"/> Seasonal Figurines & Display <input type="checkbox"/> Wreaths / Garlands  <b>Gift Items</b> <input type="checkbox"/> Cards & Stationery <input type="checkbox"/> Collectibles <input type="checkbox"/> Desk Accessories <input type="checkbox"/> Food packaged as Gifts <input type="checkbox"/> Gift Boxes & Packaging <input type="checkbox"/> Gift Candles & Votives <input type="checkbox"/> Incense & Potpourri <input type="checkbox"/> Party Products <input type="checkbox"/> Personal Care & Wellness Products <input type="checkbox"/> Picture Frames <input type="checkbox"/> Toys & Games
FASHION	SERVICES
<b>Apparel (for Manila Wear Program only)</b> <input type="checkbox"/> Ladies' Wear <input type="checkbox"/> Men's Wear <input type="checkbox"/> Children's Wear  <b>Fashion Accessories</b> <input type="checkbox"/> Bag / Clutch <input type="checkbox"/> Costume Jewelry <input type="checkbox"/> Fashion Complements (belt, hat, headband, scarf, gloves) <input type="checkbox"/> Fine Jewelry <input type="checkbox"/> Footwear <input type="checkbox"/> Fashion Textiles	<b>Please specify:</b>

**80% of products in my booth will be (CHOOSE ONLY ONE):**

- Home**      ☐ **Holiday**      ☐ **Fashion**      ☐ **Services**  
☐ Home Accent / Home Decor  
☐ Basket & Storage  
☐ Furniture  
☐ Lamps & Lighting  
☐ Visual Arts

**NOTE: Above products to be displayed are not made in the Philippines.**



# CONTRACT FOR PARTICIPATION

(for Foreign Exhibitors)

20 – 22 October 2017 | www.manilafame.com

## CONTRACT AGREEMENT

I commit to conform to all the provisions contained in the Contract for Participation, Terms and Conditions, Exhibitors Service Manual, Circulars, and other documents which will be issued by CITEM in relation to my participation in the October 2017 Manila FAME.

Authorized Signatory: \_\_\_\_\_ Designation: \_\_\_\_\_  
(Printed Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARTICIPATION IN MANILA FAME

Participation in Manila FAME is subject to the application/selection process indicated in the Participation and Acceptance Procedures. Approved companies must comply with the show rules and regulations contained in the Manila FAME Exhibitors' Service Manual and subsequently issued circulars for the event.

## APPLICATION FORM

The submitted Application Form shall be one of the bases for acceptance of an applicant by CITEM. Information specified in the Form shall also be the basis of CITEM for the promotion of the company through press releases, collateral materials and social media. CITEM shall not be held liable in case there will be any discrepancy due to failure of company to provide updated information.

## COMPANY WEBSITE

Exhibitor is required to have an updated company website that contains the following basic information: About the company, Contact Information, and Products photos/profile.

## BOOTH ASSIGNMENTS

Booth/space allocation shall be the responsibility of CITEM. Though the Exhibitors may have their interest to book a corner space, CITEM will still determine the allocation and assignment of spaces taking into consideration the following, but not limited to: the thematic presentation, curatorial considerations, product presentation, and any other reason deemed important by CITEM to the overall image of the show. The Company's previous booth design and current Product Profile Sheet may also affect allocation assignment.

## PAYMENTS

Compliance to payment deadlines must be observed. Before an Exhibitor is allowed to ingress, CITEM shall require full payments of participation fees, as well as other fees that Exhibitors owe CITEM, if any. Except otherwise warranted, a "No Full Payment, No Ingress" policy shall be implemented.

## INCREASE/ADJUSTMENT OF FEES

CITEM reserves the right to increase or adjust reasonable participation fees or any other fees, whenever necessary and warranted.

## PRODUCT DISPLAY

Products to be displayed or its design is/are not subject of infringement, trademark, or patent complaint as defined under RA 8293, or the Intellectual Property Law. Products displayed in the booth should all be labeled in the name of the approved Exhibitor. Exhibitor is strictly prohibited to share its booth/spaces to its sub-contractors nor to accommodate/display the products of subcontractors in its booth. Exhibitor is required that, at least, 1/3 of its total product display are NEW collections and to strictly follow Sectoral Zoning declared in the Application Form.

## INTELLECTUAL PROPERTY RIGHTS

Any complaint regarding IP matters must be put in writing and discussed within the jurisdiction of the Intellectual Property Office (IPO). Particularly for complaints without IP support documents, no request for product pull-out will be entertained.

## ATTENDANCE TO BRIEFINGS AND EXPORT COACHING PROGRAMS

Exhibitor must commit to sending at least one (1) company representative with decision-making power to Exhibitor briefings and seminars required by CITEM.



**BOOTH STRUCTURE**

CITEM shall define the specifics of the basic booth structure for the event. Exhibitor is expected to adopt these booth regulations and submit to CITEM its detailed booth plan which includes a sketch of booth design indicating booth measurement, signage plan, and color scheme. CITEM will have the right to prohibit exhibitor entry to the Exhibition Hall should the Company failed to submit its booth design for approval.

**WITHDRAWAL FROM PARTICIPATION**

Withdrawal of participation may be allowed until 25 September only. After said date, payments made shall be forfeited in favor of CITEM. Likewise, application in future editions and other CITEM projects may also be affected.

**THIRD-PARTY CLAIMS**

The Exhibitor shall hold CITEM free from any third-party claim/liability arising from his/her participation in the show as well as the design/products exhibited, or acts/deeds committed by the Exhibitor or his/her employees or agents.

**RESOLUTION OF CONFLICT & DISAGREEMENT**

In case of conflict or disagreement in the interpretation in this Contract for Participation and/or Terms and Conditions / Service Manual / Circulars, if any, the decision of CITEM shall be considered final and binding.

**UNFORSEEN CIRCUMSTANCES / EVENT**

CITEM shall not be held liable for any unforeseen event or circumstances that may occur in the course of the participation in the Manila FAME.